

**Eastern New Mexico University-Ruidoso
COMMUNITY COLLEGE BOARD**

April 16, 2015

6:00 p.m.

Room 102

CALL TO ORDER

Mr. Brad Treptow, Chairman, called the meeting to order at 6:02 p.m. and declared a quorum. Dr. Michael Budd, Mr. James Paxton, Ms. Gina Klinekole, and Dr. Lynn Willard were present. Also present was Dr. Clayton Alred.

APPROVE THE AGENDA

Dr. Willard requested an additional information item be added to the agenda for the Board to discuss creating a resolution to Governor Martinez regarding the 2015 Capital Projects Bill. Mr. Treptow deferred to Dr. Alred. Dr. Alred informed the Board it could be added as an information item for discussion purposes and then added for consideration at a later date.

Dr. Willard moved to approve the agenda with the additional information item 5: Resolution to Governor Martinez recommending a special session to consider the Capital Projects Bill. Mr. Paxton seconded the motion.

Vote: 5-0-0. Motion approved

APPROVAL OF MINUTES

Ms. Klinekole asked for clarification of the discussion from the March 5, 2015 meeting regarding the term of her position. Dr. Alred provided information from ENMU's legal counsel regarding the Branch Community College Act. First, the act requires that appointed board members stand for election at the earliest possible date. Second, upon the establishment of the Ruidoso Board, individual members drew lots to determine the rotation cycle for their terms. Legal counsel explained that the cycle created by that random draw was permanently established with that action. In the case of Ms. Klinekole, she was appointed to fill a vacancy in April, 2014. She was then elected in February, 2015 to serve for the remainder of the term which ends in 2017, and she will have to run for election again in 2017.

Ms. Klinekole asked if the April 2, 2015 Budget Workshop was a public meeting and if it was "publicly noticed". Dr. Alred responded that it was a public meeting; and like other Board meetings, it was "publicly noticed."

Dr. Willard moved to approve the March 5, 2015 minutes as presented. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

Mr. Paxton moved to approve the April 2, 2015 budget workshop minutes as presented. Dr. Budd seconded the motion.

Vote: 5-0-0. Motion approved

INTRODUCTION OF GUESTS

Faculty/Staff: Ms. Sheila Farquer, Mr. Pierre Laroche, Ms. Kathryn Keen, Ms. Lisa Maue, Mr. Bill Pitt, Mr. Jim Weinman and James Pawlak were present.

REPORT FROM THE PRESIDENT OF THE UNIVERSITY

Due to a conflicting appointment, Dr. Gamble was not in attendance.

REPORT FROM THE ENMU-RUIDOSO PRESIDENT

Dr. Alred reported that the college had hosted programs for Native American week, which were very successful. The programs included a presentation from Erica Enjady on the "Apache 8"; a presentation on the Chiricahua Apache culture by Nettie Fossum; a presentation by Selena and Mark Chino on the documentary "Thousand Voices: Native Women Correct History, Reclaim Their Power" and a luncheon provided by the Mescalero High School culinary art students.

Dr. Alred informed the Board that on April 16, New Mexico Workforce Solutions held a job fair on campus. There were approximately 24 employers in attendance and approximately 60 attendees. Mr. Treptow asked what feedback was received from employers. Dr. Alred said the employers were very appreciative of the opportunity and pleased with the attendance.

Dr. Alred reported the summer and fall registration is underway.

INFORMATION ITEMS

1. Legislative Update – Dr. Alred provided a legislative update. The general appropriations act, House Bill 2, authorized \$2,122,400 for ENMU-Ruidoso. Also, there was an allocation of \$5,500,000 to Higher Education Department to replenish the endowment fund with a caveat that money can be budgeted if House Bill 170 passed, which it did, carrying the stipulation that endowment funds are to be used for endowed chairs, lectureships, professorships, research positions, graduate assistants or faculty development programs. Additionally, appropriate uses were identified if they are aligned with the Governor's initiatives on research and development, technical transfers, STEM initiatives, health education, water and agriculture and workforce development. It creates the opportunity for the college to apply to the endowment for the Title V matching funds. The bill specifies distribution of 62% to research institutions; 18% to regional institutions and 20% to two year institutions.

In addition to the House Bill 2, Dr. Alred providing information to the Board on the following:

- House Bill 63: NMFA Public Project Revolving Fund Projects
 - Senate Bill 159: Severance Tax Bond Projects
 - Senate Bill 462: Community College Board Member Employment
 - Senate Bill 597: Higher Education Faculty Parity Act
2. Report from the ENMU-Ruidoso Foundation - Rhonda Vincent, Foundation Director was unable to attend the meeting; Foundation President, Dr. Willard provided the Foundation report.
 - Dr. Willard explained that the Foundation Board continues to raise the matching funds in regards to the Title V Grant endowment. To date, the Board has raised \$6,000 of the first year's \$10,000 goal. The Foundation received a \$2,000 donation from the Shelter Fund, and the donor has committed to give \$10,000 over a 5 year period.
 - Dr. Willard informed the Board that Ms. Vincent continues in her efforts to organize a trap and skeet shoot as a fundraiser. She has met obstacles that she is trying to work around. Ms. Vincent also traveled to Tucson to observe a competitive shoot.
 - Dr. Willard informed the Board that the next Foundation meeting will be held April 25, 2015 at 10:00 am in the conference room at ENMU-Ruidoso.
 3. Title V Grant Update – Ms. Kathryn Keen presented an update on the Title V Grant. The interim report has been completed and reviewed by the external consultants. It is to be submitted before the end of April. Ms. Keen reported on the executive summary which details progress on grant objective many of which are already complete.

Ms. Keen discussed the internal monitoring team. The team, chaired by Dr. Alred, has been formed and has already met. The team will be meeting in May and again in August. The team will be presented with all of the data and performance measures.

Ms. Keen discussed the external evaluator, Dr. Maestes, who will be present in September. He will be provided with all quantitative and qualitative information for review.

Ms. Keen explained communication is extremely important requirement of the grant. She is constantly giving information out in various formats, such as the monthly newsletter, reporting to the Board and progress charts located in her office. Additionally she and Ms. Farquer are members of the internal monitoring team to provide information.

Ms. Keen informed the Board there is a second report that is turned in which is a performance progress chart. The chart reflects each objective and performance indicator. The second item is the budget summary which provides line item information on what has been done financially. This is carefully reviewed because next year's funding is based on this year's expenditures with monies being taken away next year if not spent this year. Ms. Keen reported that they did have delayed hires this year. The cost of the compensation savings has to be used. A rationalization of how the money can be used has to be submitted before the end of the grant year. The request is to reallocate funds to purchase items that were not originally budgeted. Mr. Treptow asked if items were identified to spend the monies on. Ms. Keen replied yes, the intent is to use the reallocation on a SIM table and they submitted a spending plan reporting why monies were not spent and how they will be allocated.

Dr. Willard asked if the Wildland instructor is on staff. Ms. Keen stated Rich Dolphin has been hired. He has developed the fall schedule and online programs. Additionally, he is helping with budget and providing much support and information and is already working in the field.

Ms. Keen asked Ms. Farquer to provide the financial update of the grant. Ms. Farquer stated that the budget for the current year is \$525,000. There are plans to spend the entire amount. There is a plan to purchase a simulation table which was not originally in the budget.

Mr. Treptow asked what the response time would be for an answer to the request. Ms. Farquer stated that her understanding is the government had 30 days to acknowledge the receipt of the request and three months for response. Dr. Willard asked what the cost would be of the SIM table. Ms. Farquer responded, \$40,000 which includes all accessories.

Ms. Farquer reported as of March 31, 2015 they have drawn \$130,255 for expenditures and there are outstanding commitments of \$56,809 with total encumbrances of \$187,064. This represents 35.63% of the budget which is within the 25% to 50% guidelines of the grant.

4. Budget Adjustment Requests — Ms. Farquer highlighted the 2014-2015 Restricted and Unrestricted Budget Adjustment Requests.

In regards to the restricted budget adjustment request, the instructional and general budgets increased \$640,000. The actual is \$525,000 which represents the Title V grant funds and does not anticipate it going higher. Ms. Farquer noted there was a \$705,000 decrease from funds not used from budget.

In regards to the unrestricted budget adjustment request, Ms. Farquer noted the major changes are the decrease in enrollment and tuition and fees. There was an increase in the HED funds due to the high skill award. The projected total decrease in the I & G budget is \$161,700.

The other major change Ms. Farquer discussed is within the auxiliary enterprise which is estimated to have a loss of \$179,000 for the remaining year.

5. Special Capital Outlay Resolution - The Board discussed drafting a resolution to Governor Martinez requesting a special session to consider the capital projects bill. Dr. Willard stated it was in the College's best interest to let the Governor know that the Board is concerned. Mr. Treptow asked what municipalities have made resolutions. Dr. Willard stated the Village of Ruidoso, the County of Lincoln and the cities of Albuquerque and Santa Fe have similar resolutions. Mr. Paxton asked if adopting the resolution needs to have a notice for an electronic vote. Dr. Alred stated yes, it would have the same public notice requirements as a regular meeting and the best option would be to wait until the May 7, 2015 meeting. Mr. Treptow asked if the other ENMU campuses would be creating a similar resolution. Dr. Alred responded that he did not know but would find out and report back to the Board. Dr. Alred also stated that an agenda item would be added to the next Board meeting.

BUSINESS MATTERS

1. Bank signatory resolution – Ms. Farquer presented a resolution to the Board for approval to open accounts for the Title V Grant endowment with BBVA Compass.

Dr. Willard moved to approve the resolution as presented. Ms. Klinekole seconded.
Vote: 5-0-0. Motion approved.

2. Proposed Tuition Increase – Dr. Alred presented a proposal to increase in-district tuition by \$2.00 per credit hour (5.13%), out-of-district by \$2.00 per credit hour (3.77%) and out-of-state tuition by \$7.00 per credit hour (4.79%). Dr. Alred informed the Board that he offered two separate meetings to present the proposed increase; both had minimal attendance with no students attending. Additionally he has received no comments either written or verbally. Mr. Treptow asked about the notation of the out-of-state tuition regarding “after 6 hours”. Dr. Alred replied that the state of New Mexico has an incentive to bring out-of-state students to enroll. For up to six hours, out-of-state students are charged in-state tuition. After the six hours, out of state tuition rates apply.

Dr. Willard moved to approve the tuition increase. Dr. Budd seconded the motion.
Vote: 5-0-0. Motion approved.

3. FY16 Budget – Ms. Farquer presented the FY2016 I & G Budget and presented the major changes in revenues and expenditures. In summary, Ms. Farquer stated there is an expected decrease in revenue of \$112,400 and an expected decrease in expenditures of \$196,400. The main categories making up the change in revenues are the decrease in the state general appropriations of \$5,900; the estimated net decrease in tuition income of \$110,700; estimated decrease in fees of \$25,000 and the increase in the expected collections from the mil levy of \$10,700. The main categories making up the change in expenditures are a reconfiguration of instruction philosophy and use of resource faculty saving of \$110,600; release of one full time faculty of saving \$48,200. A full time faculty previously funded by Title V grant plus compensation of \$44,800; an expenditure of \$29,900 related to the Title V grant consultation services; and adjustment of group insurance benefit savings of \$55,000; \$43,500 savings from a one year suspension of discretionary travel, employee wellness program and tuition waivers.

Mr. Treptow asked if the changes and suggestions of money allocations discussed during the budget workshop were resolved. Ms. Farquer replied funding is in place but the decision has not been rendered back to the college. She also stated that regarding the safety plan, she has asked the architect to place additional lighting at the front of the building as part of the remodel. Additionally, the college is looking at solar lighting options for the parking lot.

Dr. Willard asked for explanations of the full-time grant faculty expense. Ms. Farquer responded there is a faculty member that had been previously funded by the TAACCT grant which ends this year. The college will then absorb the expense.

Dr. Willard asked for explanations regarding the Title V grant consulting expense. He questioned who the consultant is and will there be any additional costs to the college for the grant. Ms. Farquer responded the consultant was RMA. At this time there are no other expenses to the college related to the grant. In the future, there will be two positions that are currently being paid by the grant that will be absorbed by the college once the grant is complete.

Dr. Willard asked for explanations of the inclusion of travel expense when discretionary travel expense was to be eliminated. Ms. Farquer stated there is travel budgeted as accreditation is coming up and there would be some travel required for professional development. She stated all other travel for meeting and seminars will be evaluated for other alternative options such as webinars and go-to meetings.

Mr. Paxton asked if the consultant would be paid \$29,900 every year. Ms. Farquer stated the \$29,900 is the annual fee for the life of the grant.

Dr. Willard asked for an explanation on the auxiliary budgets downward trend for sales and services. Ms. Farquer explained that the bookstore is unable to sell as many books due to the decline in enrollment and the availability of purchasing books elsewhere. Seventy seven thousand dollars is projected because the bookstore will start selling books online and act as a middle man to arrange for students and faculty to get their books. The books will not be physically in the bookstore and the bookstore will receive a 7% commission.

Dr. Budd moved to approve the FY16 budget. Mr. Paxton seconded the motion.

Vote: 4-0-1. Motion approved.

4. Graduation List – Mr. Laroche presented the Graduation list. Mr. Laroche informed the Board there were 87 completions this year.

Mr. Paxton moved to approve the graduation list. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

5. 2015-2016 Academic Calendar - Mr. Laroche presented the Academic Calendar for the 2015/2016 academic year. Mr. Laroche informed the Board that the calendar closely mirrors the academic calendar for the Portales campus.

Dr. Willard moved to approve the academic calendar. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

6. Hotel, Restaurant and Tourism Management (HRTM) AA degree – Mr. Laroche presented for approval the HRTM associate degree.
7. Natural Science AS degree – Mr. Laroche presented for approval the Natural Science associates degree.
8. Degree and Certificate Deletion – Mr. Laroche presented for approval degree and certificate deletions in the 2015-2016 catalog.

Due to the nature of the presentation, Mr. Treptow requested a singular discussion of the additions of the HRTM AA degree, Natural Science AS degree and the degree and certificate deletions with the Board voting on each item separately. Mr. Laroche explained to the Board that the deletion of the degrees and certificates is due to the lack of participation or to change to be more accessible to students. The additions of the HRTM and natural science degrees are a result of streamlining the deleted degrees. Mr. Laroche assured the Board members that students who are currently in the deleted degree plans will be allowed to stay within the program if they choose.

Mr. Treptow questioned the deletion of the natural resource degree as it has more completers. Mr. Laroche responded that the completers were due to making directed study classes available.

However, the directed study classes given are very expensive and not cost effective.

Mr. Laroche informed the Board that the Natural Science degree is better organized and will transfer better. Dr. Willard noted that the simplification will keep people here.

Dr. Willard moved to approve the Hotel, Restaurant and Tourism Management AA degree.

Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

Mr. Paxton moved to approve the Natural Science AS degree. Dr. Willard seconded the motion.

Vote: 5-0-0. Motion approved.

Dr. Budd moved to approve the presented deletions to the 2015/2016 catalog. Ms. Klinekole seconded the motion.

Vote: 5-0-0. Motion approved.

BOARD ANNOUNCEMENTS AND COMMENTS

Board of Regents Meeting, April 24, 9:00 a.m., Portales

Community College Board Meeting, May 7, 6:00 p.m., Room 102


Graduation, May 14, 2015, Spencer Theater

Annual Board Retreat – Mr. Treptow requested an email poll of the board members be conducted for availability on Saturdays during June. Ms. Klinekole stated that she would not be available the last Saturday of June. Dr. Willard stated he would not be available June 6 – 18.

ADJOURNMENT


Ms. Klinekole moved to adjourn the meeting at 7:53 p.m. Mr. Paxton seconded the motion.

Vote: 5-0-0. Motion approved.



Brad Treptow
Chairman, Community College Board

5-7-2015
Date



James Paxton
Secretary, Community College Board

5-7-2015
Date

Respectfully submitted for approval by:
Marla Romero, Administrative Assistant to Dr. Clayton Alred